

Scenic Regional Library
Board Minutes – August 28, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Sullivan Branch in Sullivan, Missouri on August 28, 2018; at 7:00 pm. Board President John Barry presided at the meeting. Board members attending the meeting were Carol Bell, Leonard Butts, John Cheatham, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Paula Sutton, and Diann Wacker. Library Board members Joy Dufrein and Carla Robertson were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager, Charlean Stockton, Administrative Assistant and Robin Schaefferkoetter, Scenic Regional Library Branch Manager were also present.

The Board of Trustees will consider the proposed property tax rate of \$0.2008 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2018.

Public Hearing

There were no public comments.

Public Comments

John Cheatham made the motion to approve the Minutes of the July 17, 2018, meeting. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Scenic Regional has collected no revenue thus far. An interest payment is due Oct 1, 2018 on the constructions bonds. Board President John Barry asked if the library took special precautions for larger payments, such as the bond payment. Director Steve Campbell assured the Board that precautions were in place for such an occurrence, including text notifications to the Director and Board President when large transfers are made.

Financial Report

Director Campbell expressed that there wasn't much to discuss about the financial report, since the fiscal year had just begun. However, he did remark that Scenic Regional Library ended the year with a large surplus, as planned.

Bob Niebruegge made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

The Board reviewed the Reports.

Librarian's Report

Scenic Regional Library's administration has decided to end programming in Marthasville. Duck's Bar & Grill, which was the site for the library's programming in Marthasville, is closing at the end of August. The idea of having the programs at the elementary school in Marthasville was explored, as the school is part of the Washington School District. However, the school district charges for use of their gym after hours (\$100 per event) because they need to pay staff to open their building. The cost was not a deterrent. The primary factor was the increasingly poor attendance for the library's programs in the community. The library will explore offering programming in Marthasville again in the future, and also may continue to occasionally

Marthasville Programming

offer children's programs at the elementary school.

The Sullivan branch Friends of Library group held a highly-successful fundraiser event at the new facility on Thursday, August 2, 2018. Individuals and businesses bid for the naming rights to different areas in the library for one year. The winning bidder could have their name, their business name, or a loved one's name, along with a photograph or logo, placed on a 22" x 28" framed color sign in the section of the library.

**Sullivan Branch
Friends of the
Library Auction**

All the food and alcohol, as well as the auctioneering services, were provided by local businesses. Live music was performed by Kay Harrison and Susan Eye. Auctioneer services were provided by Robbie Berti, with Berti Auction Services.

The event rose over \$4,600 for the Sullivan Friends of the Library. To date, the auctions have been raising an average of around \$4,300 per event. The next auction fundraiser events will be at the new St. Clair branch on Thursday, September 6 from 5:30-7:30 p.m. and Pacific branch on Thursday, September 20, 2018.

The Pacific branch was scheduled to open on August 20, 2018. Unfortunately, the parking lot gravel contained too much moisture to lay asphalt. As a result, the branch opening was rescheduled for August 27, 2018. However, the paving subcontractor was unable to lay asphalt the following week, as scheduled, due to continued issues with moisture in the gravel.

**Pacific Branch
Construction Delays**

Fortunately, the city building inspector did allow the library to have the shelving and furniture installed, as well as move the collection into the new building, prior to obtaining an occupancy permit. The shelving and furniture was installed in mid-August. With everything already moved into the new building, the branch will be able to open as soon as the parking lot is complete.

Director Steve Campbell presented to the Library Board some changes to the exterior of the St. Clair branch. The changes involved the extension of Nichiha panels (concrete fiber board) along entire side of the building facing Springfield Avenue to cover the existing brick. This change will not be completed until a month after the branch opens to the public on August 31, 2018.

**St. Clair Branch
Update**

Director Steve Campbell explained to the Board that he was approached a couple months ago by Eileen Roth, a school counselor at New Haven Elementary School, about placing a "Little Food Pantry" at the new branch. Currently, Scenic Regional has a "Little Food Pantry" at the Union branch. Based on negative experiences with the Union food pantry, Director Campbell was reluctant to agree to place another pantry at New Haven. The Union pantry is often empty, people leave perishable food items and trash in it, and transients loiter around it.

**New Haven Branch
Little Food Pantry**

Director Steve Campbell explained these concerns to Ms. Roth and she said that a "ladies church group" in New Haven would maintain the food pantry.

After further consideration, Director Campbell contacted Ms. Roth and told her that a food pantry could be placed at the branch. The “Little Food Pantry” has not been installed at the branch yet. It will be placed on the sidewalk at the back of the parking lot.

The ballot measure for a ten cent levy for the Lincoln County Library failed by a vote of 7,420 (47.07%) YES to 8,344 (52.93%) NO on August 7, 2018. Director Steve Campbell has been invited to meet with the Lincoln County Library Board of Trustees in Troy, Missouri, at their regular monthly meeting on Thursday, October 25 at 7:00 PM.

**Lincoln County
Library Tax
Measure**

The Lincoln County Library Board is deciding this fall to either attempt another 10-cent levy in 2020 to create an independent county library; or attempt a 20.08-cent levy and join Scenic Regional Library. The election would be in either April or August 2020.

The Scenic Regional Library Board of Trustees approved a deadline of August 2020 for the Lincoln County Library to join the system. In addition to the passage of a 20.08-cent tax levy, the county library would need to obtain permission from the Lincoln County Commission.

As of August 21, the Scenic Regional Library Foundation has sold 271 donor wall books. The gross revenue for these sales is \$44,100; after deducting the cost of the books, the sales have generated \$27,840.

**Scenic Regional
Foundation Update**

The Friends groups systemwide now have 385 Friends members; 10% more members than last July. Overall, all of the Friends groups and the Foundation have a total of \$96,500 in their combined accounts.

The Owensville Friends group recently agreed to build a butterfly garden near the children’s patio at the branch. The raised bed will have plants which will attract butterflies. The group will provide the labor to create the garden, as well as pay for the supplies. The supplies for the garden will be about \$400. They plan to begin working on the garden in mid-September. The group also approved the donation of a bench to the branch. The bench, which will cost around \$700, will have “Owensville Friends of the Library” engraved on it.

The library's fall book sale will be held September 13-15, 2018. The sale will not be held at the Warrenton branch due to the ongoing construction. With the exception of the Hermann branch, all the book sales will be held on-site in the branch meeting rooms. Set up will occur on September 12, 2018, along with a Friends of the Library member preview.

Fall Book Sale

Scenic Regional is beginning the transition to the Friends of the Library groups operating their book sales. The Owensville, Pacific, Sullivan, New Haven, and St. Clair branches Friends’ groups will be operating their book sales in September. The groups will schedule volunteers to staff the sales, set up the sales, and dispose of the leftover sale items. The library will still publicize the sales.

This is the last sale in which Bill Snow, the library’s Facilities Manager, and

Director Campbell will deliver sale books to the branches. The branches have already begun to store their weeded items and donated items in their meeting room storage closets.

Scenic Regional Library is moving ahead on the sale of the old New Haven property. The sale price was \$45,000. The library will be sharing the closing costs, as requested by the buyer. The closing should be in late September.

New Haven Property

As previously reported to the Library Board, Scenic Regional has had ongoing issues with relative humidity at the new facilities. After three months, the issue doesn't appear to be improving despite multiple site visits and rebalancing of the systems by the library's mechanical engineer, BRiC.

HVAC Issues

Wright Construction and BRiC engineering seem to both be placing the blame for the issue on the other. Wright Construction claims that they haven't seen anything showing that they installed anything improperly. BRiC was responsible for the design of the system and selection of the types of units. As a result, JEMA has hired an independent mechanical engineer, at no cost to the library, to investigate the issue and determine the cause and responsible party. In the meantime, BRiC continues to assess the situation and continues to rebalance the systems. Scenic Regional also has dehumidifiers operating in some of the branches. BRiC and Wright Construction also have installed humidity monitoring devices at all the branches and have been tracking the humidity levels.

The library district's assessed valuation increased 2.25% in 2018. The library's projected property tax revenue will increase \$116,999 in 2018. Overall, the library's projected revenue will increase from \$5,332,940 to \$5,444,809—an increase of \$111,869. Property tax revenue projections account for a 100% collection rate; the library's tax collection rate has actually slightly exceeded 100% each of the past three years, primarily due to the inclusion of delinquent taxes paid for previous years in the figures.

2018-2019 Revenue Projections

State aid and Athletes & Entertainers Tax revenue is not included in the revenue projections. However, these two revenue sources will add at least an additional \$81,000 to the library's revenue in 2018-2019.

2019 will be a tax reassessment year (every other year); the library usually experiences a larger increase in revenue in reassessment years.

Director Steve Campbell was notified on August 22, 2018 that he had been elected to the Missouri Library Association's Board of Directors as a member-at-large. The two-year term begins January 1, 2019. There will be a Board retreat on October 7, 2018, prior to the Missouri Library Association Conference in Columbia, Missouri.

Missouri Library Association Board of Directors

Director Campbell introduced Robin Schaefferkoetter, to the board. Ms. Schaefferkoetter is the new branch manager of Scenic Regional's Owensville Branch. She is a retired teacher from the Gasconade County R-2 school district.

Introduction of the New Owensville Branch Manager

Ms. Schaefferkoetter spoke to the Board, explaining that literacy is important

to her and she was very excited to have the opportunity. The Board welcomed her.

Director Steve Campbell received the final copy of the library's pro forma from Franklin County. As the largest county in the library district, they compile the other counties' figures and complete the pro forma for the district. Based on the 2018 assessed valuation figures submitted by Warren, Franklin, Gasconade, and Crawford Counties, the library's tax rate can remain at 20.08 cents, according to the Missouri State Auditor's calculations.

2018 Tax Levy Rate

Director Steve Campbell offered the Board a copy of the pro forma for review. Upon approval of the tax rate by the Library Board, Director Campbell will sign the pro forma and submit it to the four county clerks by August 31, 2018, for certification.

Susan Richardson made the motion for the Board of Trustees to set the proposed property tax rate of \$0.2008 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2018. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 11/0.

Director Steve Campbell showed the board an aerial map of Hermann. He then spoke to them about the old ALCO building as a possible site for the Hermann branch. The owner has offered to sell the building for \$435,000 sale or lease it for \$6/sq. ft. for 20 years. John Barry asked Director Campbell about a possible lease/purchase agreement of the building. Director Campbell presented the pros and cons of the building for the library.

Property in Hermann, Missouri

Board Members Kathi Ham and Carol Leech took a tour of the building as well and confirmed everything Director Campbell presented the Board.

Director Steve Campbell plans to present the Board with the results and financial breakdowns from the architects and engineers at next month's meeting. The Board appeared favorable toward the purchase and would like to review additional information.

Director Steve Campbell informed the Library Board last month about a company called Enriching Your Community, which is a division of Good Will Publishing that contacted the Pacific branch about "free" books. The salesperson convinced the branch's part-time children's programmer to sign an agreement. The agreement basically allowed them to solicit donations from businesses in the local community in the library's name to pay for the books. Then, the library was obligated to distribute the books to children. The company successfully obtained the donations.

Pacific Branch Ambassador Sponsors

Scenic Regional Library's attorney, David Politte, sent a letter to the company to pick up the books. The company complied. Director Campbell contacted the businesses in Pacific that sponsored the books for the library and they had not yet received their money. One business actually received a letter stating that they were being placed in collections for not making their final \$299 payment.

Mr. Politte sent a second letter to the attorney demanding the refunds. The businesses paid \$1,454.46 for the books. Including a second, unpaid payment by one business, the total is \$1,753.46. Mr. Politte said that legal action against the company would cost far more than the amount. It doesn't appear that we will be able to persuade the company to refund the sponsors.

Director Campbell asked the Board if they would like to reimburse the businesses that were scammed as a show of good will.

John Cheatham made the motion to approve the reimbursement of donations that Enriching Your Community solicited falsely on Scenic Regional Library's behalf. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

Scenic Regional Library did not receive state aid information for Crawford County, despite multiple letters from our attorney, David Politte. The Secretary of State's legal counsel said that Missouri State Library has no legal recourse against Crawford County to make them comply. Fortunately, we were notified that the Missouri State Library revised their state aid qualifications and will no longer require tax revenues to be verified by county officials.

**State Aid
Application –
Crawford County**

The library was informed recently that Wright Construction did not include rock excavation in their bid on the Union Branch and Administrative Offices Construction Project. The rock excavation could cost as much as \$200,000-\$250,000. Cochran Engineering performed borings on the site in multiple places and showed rock. Wright Construction had a copy of the report prior to submitting their bid. According to Cochran Engineering, the contract indicates that the owner is not responsible for rock excavation. Of course, Wright Construction disputes that interpretation. They said it was impossible for anyone to estimate the *amount* of rock beneath the surface. As a result, if they had overestimated the amount, we could have been significantly overcharged for rock excavation. The library was never informed that rock excavation wasn't included in their bid until now. Director Campbell told Wright Construction that he wanted to wait until early September when the exact cost for rock excavation was known before further discussing the matter. Some Board members suggested sharing the cost of rock excavation with Wright Construction.

**Union Branch and
Administrative
Offices
Construction
Report**

Director Campbell presented an overview of the 2018-2019 Annual Budget for Board feedback. The new materials portion of the budget was increased to the same levels as 2016-2017. They were temporarily reduced in 2017-2018 as part of the budget cuts made to create a \$675,000 budget surplus for the construction project.

**2018-2019 Proposed
Budget Overview**

As discussed previously, the library's Utilities and Maintenance & Repair lines were increased dramatically to accommodate the new facilities. The Utilities line was doubled from \$100,000 to \$200,000 in the proposed budget. The Maintenance & Repair line, which includes grass cutting, snow removal, and branch cleaning, was tripled from \$49,000 to \$150,000. We will have a more accurate idea of the library's expenses in these areas once

all the new buildings are open for a full year. The Insurance line was also increased from \$38,000 to \$60,000 due to the large facilities.

A 5% pay increase was included in the proposed budget. The starting salaries for part-time clerical staff would increase to \$11.00 per hour and part-time programmers to \$11.50 per hour. The starting salaries for the branch manager position was increased from \$31,500 to \$35,000.

Despite the proposed increase, the library's overall personnel budget still remains at 60% of the operating budget (excluding the library's annual bond payment). This is the target for a library's personnel expenses. The budget also has eight unfilled part-time positions in the proposed budget, amounting to \$98,500. A 3% increase in health insurance premiums is shown in the proposed budget, even though the figures aren't available yet.

The Library Board members did not express any concerns about the budget overview.

There being no further business, Board President John Barry adjourned the meeting at 8:44 pm and with Director Steve Campbell invited the Library Board to tour the new Sullivan Branch.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____